

From: Julie Amaya
To: [Jose Gonzalez](#)
Cc: [Pauline Chan](#); [Rena Leddy](#)
Subject: Fwd: FW: Sample Invoice
Date: Tuesday, January 31, 2017 9:51:27 AM

Hi Jose

Please see below the answer to your questions this came from our accounting department who pays the bills.

Thanks!

----- Forwarded message -----

From: **Cho Ma** <cho.ma@lacity.org>
Date: Tue, Jan 31, 2017 at 9:36 AM
Subject: Re: FW: Sample Invoice
To: Julie Amaya <julie.amaya@lacity.org>
Cc: Pauline Chan <pauline.chan@lacity.org>, May Ly <may.ly@lacity.org>, Eden Garcia <Eden.Garcia@lacity.org>

Hello Julie,

-Per Contract Section V-Item G said all invoices for payment of services shall be supported by such copies of invoices.

-Since the contract was executed on 1/11/17, billing period start from 1/11/17.

Thank you.

On Mon, Jan 30, 2017 at 1:16 PM, Julie Amaya <julie.amaya@lacity.org> wrote:

Hi Michelle

Can you please see the email below one of the bids have some question that, I don't have the answer to maybe you can help me.

Thanks!

----- Forwarded message -----

From: **Jose Gonzalez** <jose@fashiondistrict.org>
Date: Mon, Jan 30, 2017 at 1:11 PM
Subject: FW: Sample Invoice
To: Julie Amaya <julie.amaya@lacity.org>
Cc: Rena Leddy <rena@fashiondistrict.org>

Hi Julie

The invoice sample says, "Supplies: (must attach invoice from contractor)".

In our BID's case, we don't have one specific contractor invoice that accounts for the Fuel/Supplies cost that we estimated.

Our BID purchases fuel and supplies from several vendors to cover the entire BID operations (including maintaining the Broadway Plazas).

Are we okay to include in each month 1/12th of the estimated annual cost for Fuel/Supplies (without attaching any invoice from contractor)?

Also our contract was signed on January 11, 2017. Can we bill for the entire month of January-2017?

Thank you

Jose Gonzalez

Finance Manager

LA Fashion District BID

Tel [213 488-1153 ext. 711](tel:2134881153)

Fax [213 488-5159](tel:2134885159)

Email: jose@fashiondistrict.org

From: Rena Leddy [mailto:rena@fashiondistrict.org]

Sent: Monday, January 30, 2017 12:54 PM

To: Jose Gonzalez <jose@fashiondistrict.org>

Subject: FW: Sample Invoice

See below

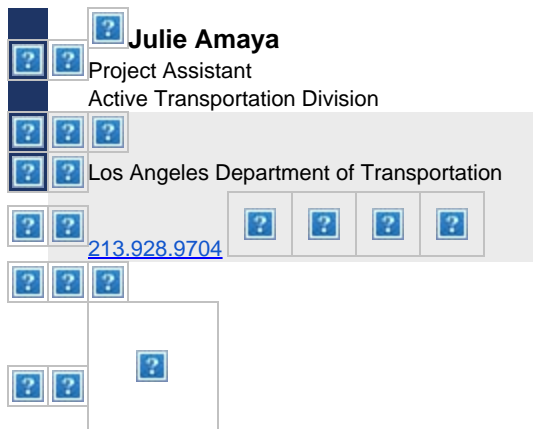
From: Julie Amaya [<mailto:julie.amaya@lacity.org>]
Sent: Monday, January 30, 2017 11:12 AM
To: Rena Leddy <rena@fashiondistrict.org>; Blair Besten <blair@historiccore.bid>; Suzanne Holley <sholley@downtownla.com>
Cc: Pauline Chan <pauline.chan@lacity.org>; Jessica Wethington Mclean <jessica.wethingtonmclean@lacity.org>
Subject: Sample Invoice

Hi Rena, Suzanne, Blair

Attached is a sample invoice that, I have put together along with our accounting department to make the billing process run smoothly. I would like to ask you if can add this information to your letterhead and send me back a sample so we can review it one last time and it will be set to use.

Thanks!

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Julie Amaya

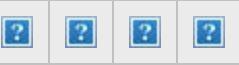
Project Assistant
Active Transportation Division



Los Angeles Department of Transportation



[213.928.9704](tel:213.928.9704)



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Michelle Cho Ma

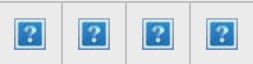
Senior Accountant II
Accounting Division



Los Angeles Department of Transportation

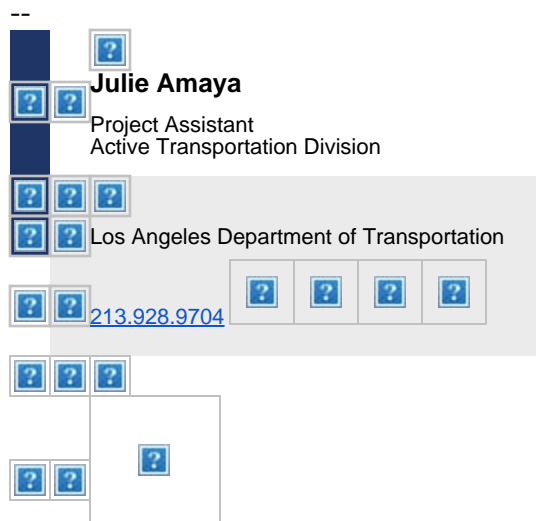


[213.972.5944](tel:213.972.5944)



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